



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General's Office State Fire Marshal's Office Mobile Home Division 7 Martin Luther King, Jr. Drive, SW Atlanta, GA 30334	Application Number <b>73-135-A</b>	
Application Number		Date Received <b>MAY 7 1982</b>	Date Completed <b>MAY 28 1982</b>
2. Person to Contact Pete Paulsen		Working Title Administrator, Mobile Home Division	Telephone Number 2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-135</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest <u>9/68</u> to date		5. Records Series Title (followed by title used in office, if different)  Licensed Georgia Mobile Home Manufacturers Master Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out of state manufacturers. Reviews all plans, specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers.			
7. Record Series Description  Documents relating to:  Included are:  File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  The administration of the Uniform Standards Code for Factory Manufactured Movable Homes Act.  Copies of applications for license (FM56), manufacturer's license (FM58), Mobile Home Manufacturer's Inspection Reports, decal invoice forms, certifying representative Forms; correspondence relating to decals, inspections, licensing and complaints.  Arranged by Code Key Number. The Key number 2-MM-1 is set up with (2) as county; MM as mobile home manufacturer & (1) particular plant-	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1 1/2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	0	years.
c. Federal law	30	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Register, Mobile Home Procedural and Enforcement Regulation, Subpart H, paragraph 3282.362 (ii)(d), attached. The permanent record file shall be available during the life of a mobile home. The life of a mobile home has been established at 30 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 29 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Pete Paulsen	5-3-82	Fred Anderson	5-7-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-25-82
		Secretary of State/Designee	5-24-82
		Attorney General/Designee	5-25-82



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date 2-9-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE:	
2. Agency Application No.		Date Received MAR 6 1973	Application No. 73-135
3. AGENCY, Division, Subdivision & Administering Office Address Mobile Homes Branch State Fire Marshal's Office Office of the Comptroller General		4. Person to Contact Paula Mont	Date Completed MAR 9 1973
		5. Working Title Steno II	6. Tel. No. 2065

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 9/68 -- 12/71	9. Exact Series Title Licensed Georgia Mobile Home Manufacturers Master Files
---	--

10. What is the function of the office in which this record series is created?

To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out of state manufacturers. Reviews all plans, specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the administration of the Uniform Standards Code for Factory Manufactured Moveable Homes Act.

Included are: Copies of applications for license (FM56); manufacturer's license (FM58); Mobile Home Manufacturer's Inspection Reports; decal invoice Forms; certifying representative Forms; correspondence relating to decals, inspections, licensing, and complaints.

The files are arranged by Code Key numbers. The Key number 2-MM-1 is set up with "2" = county designation; "MM" = mobile home manufacturer, "1" = number given to particular plant.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers					1	2		
Legal-size File Drawers		1 1/2	3	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
					7			
					This Year's	Last Year's	Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES	3	2	1	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

It is sometimes necessary to check back on inspection reports in case of questionable fires in mobile homes due to construction, electrical, heating, or gas systems deficiencies.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):  
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 4 year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Fred Anderson III</i>	2/14/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Johnny L. Caldwell</i>	2/15/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	3-7-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	3-6-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. Hill</i>	3-7-73

STATE RECORDS  
COMMITTEE